

## Instructions for Quarterly Transmittal

*Public Schools & Co Ops*

### **CONTRIBUTORY PLAN**

1. **Regular Contributory Salaries** – Found on the last page of the monthly short report, (Total Reg Contributory Salary).
2. **Federal Contributory Salaries** – Found on the last page of the monthly short report, (Total Fed Contributory Salary).
3. **Total Regular & Federal Contributory Salaries** – Add Line 1 to Line 2.

### **NON-CONTRIBUTORY PLAN**

4. **Regular Non-Contributory Salaries** – Found on the last page of the monthly short report, (Total Reg Non Contrib Salary).
5. **Federal Non-Contributory Salaries** – Found on the last page of the monthly short report, (Total Fed Non Contrib Salary).
6. **Total Regular & Federal Non-Contributory Salaries** – Add Line 4 to Line 5.

### **TOTAL CONTRIBUTORY & NON CONTRIBUTORY PLAN**

7. **Total Regular Contributory & Regular Non-Contributory Salaries** – Add Line 1 to Line 4.
8. **Total Federal Contributory & Federal Non-Contributory Salaries** – Add Line 2 to Line 5.
9. **Total Regular & Federal Contributory & Non-Contributory Salaries** – Add Line 3 to Line 6.

### **EMPLOYEE 6% CONTRIBUTIONS**

10. **Regular 6% Contributions** – Multiply Line 1 by 6%.
11. **Federal 6% Contributions** – Multiply Line 2 by 6%.
12. **Total Regular & Federal Contributions** – Add Line 10 to Line 11. (Should match Line 17)

### **EMPLOYER 14% EMPLOYER CONTRIBUTIONS**

13. **Total Regular Employer Contributions** – Multiply Line 7 by 14%.
14. **Total Federal Employer Contributions** – Multiply Line 8 by 14%.
15. **Total Regular & Federal Employer Contributions** – Add Line 13 to Line 14. (Should match Line 18)

### **MONTHLY AMOUNTS REMITTED FOR THIS QUARTER**

16. Enter the following information from your three D-1's submitted during this quarter:  
**Month, Employee 6% (D-1, Line 3), & Employer 14% (D-1, Line 6)**
17. Add all totals in **Employee 6%** column. (Should match Line 12)
18. Add all totals in **Employer 14%** column. (Should match Line 15)

### **NOTES**

- Indicate any differences in Employee 6% (Line 12 & Line 17)
- Indicate any differences in Employer 14% (Line 15 & Line 18)
- Additional remarks to ATRS regarding Quarter Totals

***A copy of your APSCN Short Report must be attached to this form & submitted electronically***

***Don't Forget to login and enter your totals in the web portal***